

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Andhra Pradesh Reorganisation Act, 2014 – Operational guidelines for IT Infrastructure reallocation – Certain Guidelines to Departments/Heads of Departments/ Corporations/ Societies -to follow – Orders – Issued.

**INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATIONS (PORTAL)
DEPARTMENT**

G.O.Ms.No. 7

Dated: 23-04-2014

Read the following: -

1. The Gazette Notification of Govt. of India No 6 dated 01-03-2014
2. The Gazette of India No 560 dated March 04th, 2014
3. Minutes of the Meeting held by Chief Secretary with Secretaries of all departments on AP Reorganisation Bill, 2014 Dated, 25.02.2014
4. Circular Memo No.7164/SR/A1/2014, Genl. Admn. (SR) Deptt., Dated 12-3-2014.
5. Minutes of the Meeting(s) held on Dt:27-3-2014 by the Secretary ITE&C dept

ORDER:

In the reference first read above, the Government of India has notified the Andhra Pradesh Reorganisation Act 2014 (Act 6 of 2014), upon receiving the President of India's assent. In the reference 2nd read above, the Government of India has notified June 02nd, 2014, as the Appointed Day, in exercise of the powers conferred by clause (a) of section 2 of the Andhra Pradesh Reorganisation Act, 2014 (6 of 2014).

2. In the above background, the Chief Secretary had a meeting with all Special Chief Secretaries / Principal Secretaries / Secretaries to the Government of Andhra Pradesh regarding the various preparatory works to be completed by May 31st, 2014 and issued certain instructions, including formation of Apex Committee and Sectoral /Subject Committees.

3. The Secretary ITE&C has been designated as Nodal Officer as per para No. 28 (page no. 8 &9) of the Circular Instructions issued by the Chief Secretary vide reference 4th above for providing necessary support for IT Asset Transition. Accordingly the meetings were convened by ITE&C department with all the departments for discussing and clarifying IT Assets reallocation in view of Bifurcation of State.

4. After careful consideration of the requests received from the various departments in the meetings, Government hereby issuing the guidelines for reallocation of Information & Communication Technology (ICT) Assets in all Government Offices / HODs / Corporations / Societies etc., located at State Head Quarters enclosed as Annexure-I. SeMT Consultants with ITE&C Department are available to all Departments for providing Technical consultancy for reallocation of ICT Assets. All operation and maintenance (O&M) contracts applicable to both States after the appointed day shall be reviewed and necessary action taken to amend the existing O&M contract so that both States will have the benefit of continued IT support after the appointed day.

5. A copy of the G.O is available at <http://goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SANJAY JAJU,
SECRETARY TO GOVERNMENT**

To

All the Spl. Chief Secretaries/Prl. Secretaries/Secretaries/Heads of
Departments/Corporations/Societies,
AP Secretariat, Hyderabad

Copy to:

01. O/o Chief Secretary
02. Spl. Chief Secretary (SR)

//::FORWARDED BY ORDER:://

SECTION OFFICER

Annexure- I to G.O.Ms. No.7, Dated: 23-04-2014
on A.P. State Reorganization: ICT Assets reallocation guidelines
for reallocation of Information & Communication Technology (ICT) Assets

Scope for reallocation:

ICT Assets in all Government Offices / Agencies located at State Head Quarters

Out of Scope:

ICT Assets in Government Offices located at District & Mandal Head Quarters, since they stand allocated automatically based on the State territory, they fall into.

General Guidelines

All ICT Assets to be divided into 2 Categories

- Category I – ICT Assets not procured as part of dept. IT Projects assistance
 - Desktops, Laptops, Tablets, Mobile Devices, Printers, Scanners, etc.
 - Commercial Soft Ware (SW) Products such MSOffice suite, MS Exchange, Anti-virus SW etc.
 - LAN equipment in Departments/Office Locations in SHQ
 - Contracts/ Agreements for Warranty and/ AMC pertaining to Category I – ICT Assets
- Category II – ICT Assets procured as part of dept. IT Projects assistance
 - Servers [for hosting active/in-use Department IT Projects/Applications] in State Data Center or Department Data Centers or office Locations in SHQ
 - Network equipment (such as Switches, Routers, etc.) used for IT Projects/ Applications hosted in SHQ
 - [Commercial/Open Source] SW Products used in IT Projects/ Applications hosted in SHQ, such as Databases (e.g. Oracle, MySQL, MSSQL, PostgreSql, etc.), Web Servers (e.g. Apache, IIS, etc.), Application Servers (e.g. Tomcat, IIS, JBoss, Websphere, etc.), and any other IT Projects/Applications specific Tools
 - IT Applications/Projects SW and Data deployed at SDC/Department Data Centers/ other office locations in SHQ
 - Contracts/ Agreements for Warranty and/ AMC pertaining to Category II – ICT Assets

Inventory of Category – I Assets to be recorded using the templates available in A.P. State Reorganization Portal (<http://reorganisation.ap.gov.in>)

- ‘Movable Assets’ template may be used for recording all ICT Assets other than Contracts/Agreements
- ‘Contracts/Agreements’ template may be used for recording all active/live Contracts/Agreements pertaining to Category I ICT Assets. Only applicable columns may be filled in and where columns are not applicable / relevant, ‘Not Applicable’ may be recorded.

For recording inventory of Category II – Assets, the applicable templates given in Annexures I –V may be customized by the Departments and completed.

***Note: Templates given in Annexures I-V are indicative only. Departments are free to modify or use templates given by CGG.*

Proposed Approach:

1. Record inventory of Category I & II ICT Assets using respective templates
 - a. For Category I – use templates in <http://reorganisation.ap.gov.in>
 - b. For Category II – use templates in Annexures : A – E, given in this document
2. Adopt Consensus based Reallocation process for Category – I, ICT Assets
3. Adopt Custom Reallocation process for Category – II, ICT Assets as given below:
 - a. Assess of Options for reallocation
 - b. Finalize Short Term (Transition Period) & Long Term (Steady State) Options
4. Take a backup of official data available on desktops.

Consensus based Reallocation Process:

A Joint Committee of Secretaries and / HODs from 2 State Departments may be constituted

The Joint Committee may evaluate the inventory of Category I, ICT Assets and recommend a mutually acceptable reallocation criteria

The Joint Committee may be assisted by a Technical Committee/Operations Committee for arriving at the reallocation criteria

Custom Reallocation Process:

Assess the cost, timeline of the ‘Separate’ or ‘Shared’ options, with assistance of relevant Implementing Agency (IA) [e.g. NIC, APTS Ltd., APOne, Third Party Vendor, etc.]

‘Shared’ option is an ‘Interim’ or ‘Transition’ approach with a short term perspective

‘Separate’ option is step towards achieving a ‘Steady State’ in the long term

(Timely) Availability of extra capacity (in terms of HW, SW, IA-Resources) is a factor to be considered

‘Less inconvenience’ to citizens is another critical factor for assessing the choice of options

‘SHARED’ & ‘SEPARATE’ deployments

FINAL SOLUTION ‘Separate’ Systems & Infrastructure	INTERIM SOLUTION ‘Shared’ Systems & Infrastructure
Approach Overview: <ol style="list-style-type: none"> 1. This is the default approach to be adopted for following systems: State Portal Standalone Desktop Systems 2. Web based Systems can adopt 	Approach Overview : <ol style="list-style-type: none"> 1. To be adopted where transactions can be segregated & reported State wise easily 2. Archive all completed transactions in DBs as of end of day 1st June 2014

either 'Shared' or 'Separate' approach

Following steps are common:

3. **Archive all completed transactions in DBs as of end of day 1st June 2014 and maintain 2 copies of the same**
4. **Migrate all pending transactions to respective State DBs**
5. **Register new State specific domains (applicable only for web based systems)**
6. **Allocate existing HW & SW infrastructure related to the Application System to one State**
7. **Acquire new / Reallocate(if spare capacity available) required infrastructure HW & SW for deployment of Application System**
8. **Replicate/Clone the Application System**
9. **Configure on the reallocated HW & SW in new domains (applicable only for Web based systems)**
10. **Add capacity to support team as required and reallocate**
11. **Replace existing AMC agreement with separate AMC agreement for each State**
- and maintain 2 copies of the same
3. Change DB schema to include new State codes
4. Update all pending transactions with State code
5. Implement System changes for State wise access of system functions and data
6. Reallocate User IDs between 2 States
7. Implement required access controls
8. Provide view access to archived data for both States
9. Reallocate support staff proportionately to 2 States under shared management
10. Deploy web based system under neutral domain names
(e.g. <http://meeseva.gov.in>, <http://eProcurement.gov.in> , etc.)
11. Deploy State wise usage tracking tools/reports
12. Apportion costs as per usage
13. Revisit existing AMCs and apply any required modifications

IN CONCLUSION

For IT Applications/Projects, to maintain continuity of services 'Shared' deployment option may be considered as an interim solution. During the transition period work should be initiated towards implementing 'Separate' deployment for each state. 'Shared' deployment as interim solution shall also address data privacy, security concerns of 2 States.

For the IT Projects/Applications, where it is feasible without hindering continuity of services to citizens, 'Separate' deployment' as a final solution may be implemented within the applicable timelines.

SANJAY JAJU
SECRETARY TO GOVERNMENT

ANNEXURE – I

ASSET REGISTER TEMPLATE FOR SOFTWARE ASSETS

[To be used for inventory of Category II, ICT Assets –SW, linked to Department IT Projects/ Applications]

DEPARTMENT/OFFICE:

OFFICE LOCATION:

DATE:<DD/MM/YYYY>

S.No. (1)	SW Description (2)	SW Type (O.S. / DB / Web Server/ App. Server, etc.) (3)	No. of Licenses (4)	Type of License (Per Seat/ Per Server/ Floating/ Enterprise) (5)	Date of Purchase/ Go-Live (for IT Projects) (dd/mm/yyyy) (6)	License No. & Owner Details (7)	Warranty Expiry Date (dd/mm/yyyy) (8)	AMC Expiry Date (dd/mm/yyyy) (9)

PREPARED BY:

VERIFIED BY:

APPROVED BY:

DATE:<DD/MM/YYYY>

DATE:<DD/MM/YYYY>

DATE::<DD/MM/YYYY>

ANNEXURE – II

ASSET REGISTER TEMPLATE FOR SERVERS

[To be used for inventory of Category II, ICT Assets – Servers, linked to Department IT Projects/ Applications & deployed in Department Data Centers in SHQ, or in Department Office Locations in SHQ, or deployed in 'Co-location' mode in SDC]

DEPARTMENT/OFFICE:

LOCATION:

DATE:<DD/MM/YYYY>

S.No. (1)	Asset Description (Processor, Memory, Clock Speed, type [Blade / Rack]) (2)	Asset Make & Model (3)	Asset Tag No. / Serial No. (4)	Date of Purchase (dd/mm/yyyy) (5)	Warranty Expiry Date (dd/mm/yyyy) (6)	AMC Expiry Date (dd/mm/yyyy) (7)	Application System(s) / Data Hosted (8)	Accessories if any (Key Board, Monitor, etc. & respective Serial No.) (9)

PREPARED BY:

VERIFIED BY:

APPROVED BY:

DATE:<DD/MM/YYYY>

DATE:<DD/MM/YYYY>

DATE:<DD/MM/YYYY>

ANNEXURE – III

ASSET REGISTER TEMPLATE FOR STORAGE

[To be used for inventory of Category II, ICT Assets, linked to Department IT Projects/ Applications & deployed in Department Data Centers in SHQ, or in Department Office Locations in SHQ, or deployed in 'Co-location' mode in SDC]

DEPARTMENT/OFFICE:

LOCATION:

DATE:<DD/MM/YYYY>

S.No. (1)	Asset Description (Storage Capacity) (2)	Asset Make & Model (3)	Asset Tag No. / Serial No. (4)	Date of Purchase (dd/mm/yyyy) (5)	Warranty Expiry Date (dd/mm/yyyy) (6)	AMC Expiry Date (dd/mm/yyyy) (7)	Storage Type (SAS/NAS/ SAN Storage) (8)

PREPARED BY:

VERIFIED BY:

APPROVED BY:

DATE:<DD/MM/YYYY>

DATE:<DD/MM/YYYY>

DATE:<DD/MM/YYYY>

ANNEXURE – IV

ASSET REGISTER TEMPLATE FOR NETWORK DEVICES (ROUTERS – WIRED OR WIRELESS / SWITCHES /HUBS)

[To be used for inventory of Category II, ICT Assets , linked to Department IT Projects/ Applications & deployed in Department Data Centers in SHQ, or in Department Office Locations in SHQ]

DEPARTMENT/OFFICE: OFFICE LOCATION: DATE:<DD/MM/YYYY>

S.No. (1)	Asset Description (Connectivity Technology- Wired/Wireless, Data Link Protocol, No. of Ports) (2)	Asset Make & Model (3)	Asset Tag No. / Serial No. (4)	Date of Purchase/ Installation (dd/mm/yyyy) (5)	Warranty Expiry Date (dd/mm/yyyy) (6)	AMC Expiry Date (dd/mm/yyyy) (7)

PREPARED BY: VERIFIED BY: APPROVED BY:

DATE:<DD/MM/YYYY> DATE:<DD/MM/YYYY> DATE::<DD/MM/YYYY>

ANNEXURE – V

REGISTER TEMPLATE FOR SOFTWARE CONTRACTS/AGREEMENTS

[To be used for inventory of Category II, ICT Assets – Contracts & Agreements related toHW & SW, linked to Department IT Projects/ Applications & deployed in Department Data Centers in SHQ, or in Department Office Locations in SHQ, or deployed in SDC]

DEPARTMENT/OFFICE: OFFICE LOCATION: DATE:<DD/MM/YYYY>

S.No. (1)	Description of Scope Contract / Agreement (2)	Service Provider Details & Contact No. (3)	Value of Contract (Rs.) (4)	Contract Start Date (dd/mm/yyyy) (3)	Contract End Date (dd/mm/yyyy) (4)

PREPARED BY: VERIFIED BY: APPROVED BY:
DATE:<DD/MM/YYYY> DATE:<DD/MM/YYYY> DATE::<DD/MM/YYYY>